



Instructions for PCs Logging into the Program School Year 2008-2009

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Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Initial Steps to Login

STEP#1: To access the Personnel Record Form (PRF) web-site for submitting your data you should log in through the following internet address. This program requires the use of Internet Explorer version 4.0 or greater. Netscape is NOT acceptable.

<https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx>

Launchpad 2005

South Dakota

Launchpad Applications for State of South Dakota

Login Name:

User

Password:

Launchpad applications must only be accessed by authorized users.

Troubleshooting

- Make sure you are using Internet Explorer Version 4.0 or greater.
- Make sure the Java JIT compiler is enabled.
- Consult with your Computer Tech or contact Debbie Lancaster at 773-7109

STEP #2: Add your Login Name and User Password.

REMINDER: The first four digits are CAPITALIZED letters.

The next digit is a number.

The next two digits are CAPITALIZED letters

The last three digits are numbers.

- The same Login Name and Password used last year should be used again this year.

If you do not have your Login Name and Password then you can do the following:

- Ask your superintendent for the letter with the username information.
- Contact Jennifer Rattling Leaf and she can give you a new Login Name. She can be reached by emailing her at Jennifer.RattlingLeaf@state.sd.us or calling her at (605) 773-4703.
- You will be required to type in a new password of your choice.
- If you forget your password send an email to Jennifer Rattling Leaf at Jennifer.RattlingLeaf@state.sd.us with the following message:

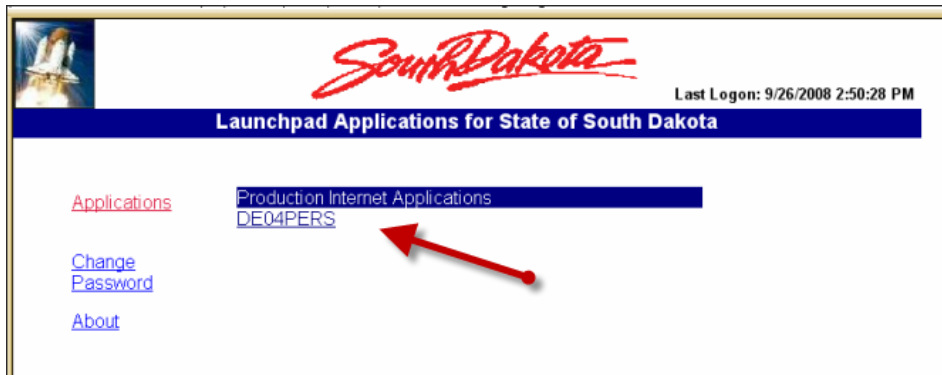
For Login Name [EX: ABCD0DE002] reset the password.

- After the password has been reset, the system will require you to encode a new password when you log in to the system.

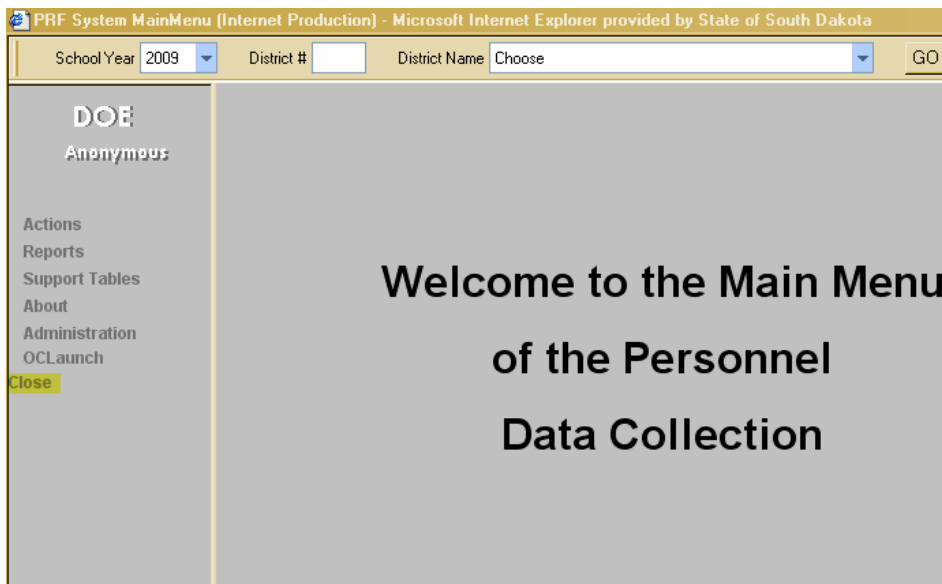
STEP #3: Click Submit

STEP #4: Access the PRF Application

- Click on DEO4PERS



- You will now see the PRF Screen and can begin entering data



Logging Off The System

Click on the Close Button. **Be sure you have saved ALL your data before you log off!!**